

The **completed** Learning Agreement is due in the Cooperative Ed. Office **no later than two weeks after employment begins** for each term registered.

STUDENT INFORMATION:

Name _____ Year in School _____ I.D.# _____ Phone (_____) _____ - _____
 Email _____@cord.edu Semester: Fall - Winter - Summer Yr _____ Department: _____ Course No. **390** Credit: _____

EMPLOYER INFORMATION:

Check Each That Apply To This Position: Paid _____ Unpaid _____ Observation Only _____

Employer _____ Supervisor _____ Employer Phone # (_____) _____ - _____
 Address _____ City _____ St _____ Zip _____ Email _____

TIME GUIDELINES: TO BE DEVELOPED JOINTLY BY THE STUDENT AND FACULTY COORDINATOR, IN CONSULTATION WITH THE EMPLOYER'S NEEDS

Dates of employment _____ to _____ Hours per week _____ Academic project due date _____
 Approximate dates: On-site visit _____ Final conference _____

GOALS/OBJECTIVES:

What do you plan to LEARN from this experience, both on the job and academically?

- A. To reflect on my personal performance
- B. To meet the expectations of my site supervisor
- C. To share my workplace culture with my faculty coordinator (when feasible)
- D. To accomplish 3-6 career-specific goals

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

OUTCOMES:

How will EACH Goal/Objective be assessed/evaluated for my final grade?

- A. Preliminary & Final Student Assessments filed with Cooperative Education Office _____%
- B. Preliminary & Final Employer Supervisor Assessments filed with Cooperative Education Office _____%
- C. Faculty Coordinator's Site Visit or alternative _____%
- D. Documentation/Verification plan
 - 1. _____%
 - 2. _____%
 - 3. _____%
 - 4. _____%
 - 5. _____%
 - 6. _____%

Total _____%
100 %

SIGNATURES:

Student _____ Date _____ Faculty Coordinator _____ Date _____ Employer Supervisor _____ Date _____

Name _____ ID _____

Campus PO _____ Address _____ City _____ ST _____ Zip _____

Code of Professional and Ethical Conduct for Students

General Statements

While completing a Cooperative Education experience, you are representing not just yourself, but Concordia College and your fellow students, both current and future. Whether you do well or not at your site may have implications far beyond your current situation.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as a co-op student may be measured by your employer's performance measurement process in addition to Concordia's assessment documents. Concordia's co-op assessments will be shared with both your faculty coordinator and your employer supervisor and are a factor in the determination of your academic grade.

You must keep both the Cooperative Education Office, your faculty coordinator, and your sponsoring employer supervisor apprised, at all times, of your current e-mail address, physical address, and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excusals. You will be responsible to notify the employer supervisor immediately in case of absence; if you will be absent multiple times, please notify the Cooperative Education Office and your faculty coordinator as well.

Any changes in your workplace status (layoff, cutback in hours, or dismissal) must be reported immediately to the Cooperative Education Office and your faculty coordinator.

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact the Cooperative Education Office and your faculty coordinator.

Due to the nature of a co-op arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by the Cooperative Education staff, and your faculty coordinator, in consultation with the cooperating site sponsor. A dishonorable dismissal will affect your Cooperative Education enrollment at the risk of academic penalty and loss of tuition.

You will follow all policies and procedures of the Co-op site, as well as the college's policies for on-campus classes. This includes completion of all assignments related to the Cooperative Education experience.

Specific Statements

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the Co-op site;
- Reporting for the Co-op on-time;
- Using appropriate written and oral expression in all interactions with college personnel, managers, supervisors, employees, the public and clients;
- Participating in any orientation or testing required by the Co-op site;
- Observing all established safety and sanitation codes;
- Engaging in positive, good, legal behavior;
- Accepting responsibility and accountability for decisions and actions taken while at the Co-op site;
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person.

By my signature below, I indicate my understanding of, and willingness to conform to, the professional standards of the Cooperative Education program delineated in the preceding general and specific statements. If any facet of the code of conduct is not adhered to, I may be at risk of losing academic credit / tuition, or in some other way may be penalized.

Student
Signature _____ Date _____